

Filling up the post of Steno, Asstt. Supervisor, Sr. Auditor, Auditor, Private Secretary in RTI Shillong on the deputation basis-reg.

**Applications invited from:**

All Eligible and Interested candidates

**Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section: 10.12.2022**

I/158057/2022



क्षेत्रीय प्रशिक्षण संस्थान भारतीय लेखा तथा लेखापरीक्षा विभाग  
 पूर्वोत्तर क्षेत्र: लछतलेत कम्प्लेक्स, शिलांग - 793003  
 REGIONAL TRAINING INSTITUTE (IA&AD)  
 NE REGION: LACHATELETTE COMPLEX, SHILLONG-793003  
 PHONE: 0364-2222594, 2210203 Email: rtishillong@cag.gov.in



संख्या/No. 73-RTI/Deptn./1-1/2022-23/Vol.XI/1420

28 NOV 2022

सेवा में/To

आईए एंड एडी के सभी विभागाध्यक्ष,  
 (मेलिंग सूची के अनुसार) ।  
 All Heads of Departments of IA&AD,  
 (As per mailing list).

विषय: आरटीआई, शिलांग में प्रतिनियुक्ति के आधार पर रिक्त पदों को भरना।

Subject: Filling up of vacant posts on deputation basis in RTI, Shillong.

महोदय /महोदया,  
 Sir/Madam,

Regional Training Institute, Shillong invites applications from eligible candidates to fill up the vacant posts in the following cadres on deputation basis:-

1. Stenographer – 1 post.
2. Private Secretary – 1 post.
3. Asstt. Supervisor/Senior Auditor/Senior Accountant/Auditor/Accountant – 1 post.

2. Applications of candidates who are willing to be considered for deputation to RTI, Shillong for the post of Asstt. Supervisor/Senior Auditor/Senior Accountant/Auditor/Accountant, Private Secretary and Stenographer should have the following requirements.

- a) Minimum two years' experience in an analogous post on regular basis.
- b) Basic computer knowledge of MS Office and E-Office.
- c) Administration/Training related work.

Applications of candidates may be forwarded to this office **on or before 23.12.2022** along with their Bio Data (Annexure enclosed), certified copies of APAR for the last 05 (five) years, duly attested on each page and Vigilance Clearance Certificate. It may be certified that no disciplinary/ court/ vigilance case is either pending or contemplated against the applicant. The required documents of the eligible candidates may be scanned and sent by email by the respective parent offices to avoid postal delay.

3. The term of deputation will be initially for a period of three years which may be extended thereafter, subject to his/her continued suitability and administrative convenience. While

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working at RTI, Shillong, the selected official will draw his/her basic pay plus admissible deputation allowance under extant rules.

4. Maximum age for appointment by deputation shall not exceed 56 years as on date of application. The applications of the officials working in the office on deputation basis on normal terms and conditions shall be forwarded through their respective Parent Office(s). The officials working on deputation basis shall not have right for absorption in any post in the Institution.

5. A reference is invited to Headquarters Circular **No. 269/Trg.Div./42-A/2019 dated 18.09.2019** wherein detailed instructions to field offices on augmentation of staff (Administration and faculty) in RTIs/RTCs were issued for strict compliance. The instructions in the said circular are reiterated below:

- (a) Field offices shall display the deputation notifications issued by RTIs/ RTCs on the notice boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
- (b) Field offices shall forward all applications received from their officers/staff against the positions advertised by RTIs/ RTCs to the concerned Institute/Centre, without withholding any application.
- (c) On completion of selection process, the field offices shall obligatorily relieve the selected official(s) for administrative assignments at RTIs/RTCs at the earliest.
- (d) The initial deputation period to RTIs/RTCs will be for 3 years and extendable on yearly basis thereafter. The RTI/RTC however, reserve the right to repatriate a deputationist at any time if his/her performance is found unsatisfactory.

6. However, clause at Sl. No. 5(b) regarding instruction to field offices not to withhold any applications received from their officers/staff against positions advertised by RTIs/RTCs will not apply in case of applicants who have been reverted/repatriated in the last six (6) months from RTIs/RTCs to their parent offices as per Hqrs' Circular No.398/Trg.Div/42-A/2019 dated 14.07.2020. This may please be noted before forwarding the applications.

This issues with the approval of Principal Director.

**Yours faithfully,**

**Encl: As stated above.**

  
28/11/22  
**Core Faculty (Admn)**

**ANNEXURE****APPLICATION FOR THE POST OF ASSTT. SUPERVISOR/SENIOR AUDITOR /SENIOR ACCOUNTANT, PRIVATE SECRETARY AND STENOGRAPHER**

|     |  |  |
|-----|--|--|
| 1.  | Name in full (Shri./Smt./Ms.)  |  |
| 2.  | Present Post held  |  |
| 3.  | Permanent Address  |  |
| 4.  | Present Address  |  |
| 5.  | Date of Birth  |  |
| 6.  | Qualifications:<br>i. Educational<br>ii. Professional                          |  |
| 7.  | Office to which the applicant belong<br>i. Parent Office<br>ii. Present Office |  |
| 8.  | Whether belonging to SC/ST   |  |
| 9.  | Date of entry into Govt. Service   |  |
| 10. | Date of entry into IA&AD   |  |
| 11. | Proficiency in computer, details may be given                                  |  |
| 12. | Present Pay and Pay Level  |  |
| 13. | Mobile Number and official email ID  |  |
| 14. | Any other relevant details   |  |

दिनांक/Date:

स्थान/Place:

(आवेदक के हस्ताक्षर)

(Signature of Applicant)

यह प्रमाणित किया जाता है कि उपरोक्त विवरण हमारे कार्यालय के रिकॉर्ड के अनुसार सही हैं।

It is certified that the above particulars furnished are correct as per our office records.

विभागाध्यक्ष के हस्ताक्षर (स्टाम्प के साथ)

Signature of the Head of the Department (with stamp)